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Clerical and Other Administrative Support Occupations *Gives the employment outlook for: bank tellers; bookkeepers; clerical supervisors; computer operators; data entry keyers; file clerks; insurance claims and policy processing occupations; medical record technicians; postal clerks and mail carriers; receptionists; reservation and transportation ticket agents; travel clerks; secretaries; statistical clerks; stenographers; stock clerks; teacher aides; telephone operators; traffic, shipping, and receiving clerks; typists; and word processors.* 1988: 30 p.; ill.
L 2.3/4a:2300-12 — S/N 029-001-02955-1 — $1.75

Communicating to Manage in Tomorrow's Air Force *Provides an introduction to oral and written communication skills.* 1985: 247 p.; ill.
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Disciplined Writing and Career Development *Contains a series of articles on writing styles and techniques, for members of the foreign service.* 1966: 63 p., portrait.
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Effective Revenue Writing:

1 *This publication is a basic course designed to give a brief practical review of writing principles, grammar, and punctuation.* 1969: 261 p. 1984-repr.
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2 *This publication is an advanced course designed to help experienced writers and reviewers diagnose and cure writing weaknesses.* 1978: 206 p. revised ed. 1984-repr.
T 22.19/2:W 93/no.2/978 — S/N 048-004-00037-7 — $5.50

How Plain English Works for Business: Twelve Case Studies *Describes how some business organizations have scored successes by simplifying consumer documents. These companies found payoffs in producing easy-to-read warranties, credit contracts, insurance policies, and product information booklets.* 1984: 108 p.; ill.
C 1.2:En 3/2 — S/N 003-000-00631-0 — $4.75

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Form and Guide Letters *This handbook designed as a guide for Federal employees to improve the use of predrafted correspondence will also prove useful in any business situation where considerable correspondence is required.* 1975: 44 p.; ill.
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Plain Letters *An excellent guide explaining how to write a clear, simple, sincere letter.* 1973: 53 p.; ill. 1984-repr.
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Respectfully Quoted: A Dictionary of Quotations Requested From the Congressional Research Service *Contains 2100 quotations from the 'Congressional Reading Room Quote File,' established and maintained for over fifty years. All of these verified quotes have been requested by Members of Congress or their staffs. Includes a few famous unverified quotes as well. Also provides a list of subjects, an author index, and a keyword and subject index. Printed on acid free paper for permanence.* 1989: 546 p. Clothbound — S/N 030-001-00116-4 — $29.00

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United States Air Force Effective Writing Course *Topics covered include organizing ideas, speaking on paper, wordiness and solving special problems. Issued with perforations.* 1980: 71 p.; ill.
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